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Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Summons** hyperlink.

Enter **Case Number**, click **Next**.

Scroll down and select **Involuntary Summons Service Unexecuted**, click **Next**.

Please check if Joint filing with other attorney(s).

Click **Next**.

Select the **party the Summons was unexecuted on**, click **Next**. If not listed, click **Add/Create New Party**

Click **Next**.

Note: If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Associate the pdf file of the **Involuntary Summons Service Unexecuted**, click **Next**.

Select the **Party** that the **summons was not** executed on.

Click **Next**.

Review final docket text.

Click **Next**.

Source URL (modified on 06/15/2014 - 3:00pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/involuntary-summons-service-unexecuted>